

Utah Department of Health, Bureau of Child Care Licensing  
**Child Care Center Annual Announced Inspection Form – Child File Records Inspection Items**

**Center Name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Licensing Specialist(s):** \_\_\_\_\_

Children's Files	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	Level
<b>Name</b>											
<b>DOB</b>											
190. Does the center have the following complete records for each child? A completed admission form? 100-9(1)(h)(i)											2
191. An initial health assessment form as required in 100-14(5)? 100-9(1)(h)(ii)											3
192. Has the health assessment been reviewed, updated, and signed or initialed by the parent in the past year? 100-14(6)											3
193. Current immunization records or documentation of a legally valid exemption, as specified in 100-14(4). 100-9(1)(h)(iii)											3
194. A transportation permission form, if the center provides transportation services. 100-9(1)(h)(iv)											2, 3

<u>Licensed Capacity</u>	<u># of Records to be Reviewed</u>	<u># of Complete Records for 90% Compliance</u>
20 or less	10	9
21-40	15	14
41-60	20	18
61+	25	23